



**Billing Code 4710-06**

**DEPARTMENT OF STATE**

**[Public Notice 10614]**

**60-Day Notice of Proposed Information Collection: Courier Drop-Off List for U.S. Passport Applications**

**ACTION:** Notice of request for public comment.

**SUMMARY:** The Department of State is seeking Office of Management and Budget (OMB) approval for the information collection described below. In accordance with the Paperwork Reduction Act of 1995, we are requesting comments on this collection from all interested individuals and organizations. The purpose of this notice is to allow 60 days for public comment preceding submission of the collection to OMB.

**DATES:** The Department will accept comments from the public up to **[INSERT DATE 60 DAYS AFTER DATE OF PUBLICATION IN THE *FEDERAL REGISTER*]**.

**ADDRESSES:** You may submit comments by any of the following methods:

- Web: Persons with access to the Internet may comment on this notice by going to [www.Regulations.gov](http://www.Regulations.gov). You can search for the document by entering “Docket Number: DOS-2018-0054” in the Search field. Then click the “Comment Now” button and complete the comment form.
- E-mail: [PPTFormsOfficer@state.gov](mailto:PPTFormsOfficer@state.gov).
- Regular Mail: Send written comments to: PPT Forms Officer, U.S. Department of State, CA/PPT/S/PMO, 44132 Mercure Cir, P.O. Box 1199, Sterling, VA 20166-1199.

You must include the DS form number (if applicable), information collection title, and the OMB control number in any correspondence.

**SUPPLEMENTARY INFORMATION:**

- Title of Information Collection: Courier Drop-Off List for U.S. Passport Applications
- OMB Control Number: 1405-0222
- Type of Request: Revision of a Currently Approved Collection
- Originating Office: Bureau of Consular Affairs, Passport Services, Office of Program Management and Operational Support (CA/PPT/S/PMO)
- Form Number: DS-4283
- Respondents: Business or Other For-Profit Organizations
- Estimated Number of Respondents: 670 respondents per year
- Estimated Number of Responses: 238,554 responses per year
- Average Time Per Response: 10 minutes
- Total Estimated Burden Time: 39,759 annual hours
- Frequency: Daily
- Obligation to Respond: Required to Obtain or Retain a Benefit

We are soliciting public comments to permit the Department to:

- Evaluate whether the proposed information collection is necessary for the proper functions of the Department.
- Evaluate the accuracy of our estimate of the time and cost burden for this proposed collection, including the validity of the methodology and assumptions used.

- Enhance the quality, utility, and clarity of the information to be collected.
- Minimize the reporting burden on those who are to respond, including the use of automated collection techniques or other forms of information technology.

Please note that comments submitted in response to this Notice are public record. Before including any detailed personal information, you should be aware that your comments as submitted, including your personal information, will be available for public review.

### **Abstract of Proposed Collection**

The information collected on the DS-4283 is used to facilitate the issuance of passports to U.S. nationals with imminent travel plans who hire private courier companies to deliver their applications to one of twelve Department domestic passport agencies. The Department asks courier company employees to complete the DS-4283 for each service type and submit the form with passport applications delivered in bulk to passport agencies in a designated drop-off box. Passport agencies use the form to track the submission of applications that a courier drops off. The form serves as a record of receipt of documents submitted to the Department and as an acknowledgment of who delivered these documents. The DS-4283 is part of a Department effort to facilitate the delivery of passport applications by private courier companies while maintaining the integrity of the passport application process.

### **Methodology**

This form is used to track the processing of passport applications delivered in bulk to passport agencies by private courier companies. Courier employees are asked to attach the form onto sealed envelopes or packages containing passport applications which

they deliver in bulk to designated drop-off facilities at one of twelve passport agencies for processing.

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